

*Chrono*DA 88-1380
28 June 1988

MEMORANDUM FOR: Director of Communications
 Director of Finance
 Director of Information Technology
 Director of Logistics
 Director of Medical Services
 Director of Personnel
 Director of Security
 Director of Training and Education

FROM:
 Chief, DDA Management Staff

SUBJECT: Overtime Costs

DDA REGISTRY
 FILE: _____

1. The issue of escalating overtime costs will be discussed at the 22 July Comptroller Meeting. Attached FYI are extracts from the Comptroller's analysis to date of overtime by component as a percentage of staff salaries for FY 1987, FY 1988 to date, and FY 1989 as currently reflected in our CBJB submission.

2. We are currently estimating our total FY 1988 overtime costs at \$21.5 million, a 26 percent increase over FY 1987. As additional background information, our overtime costs since 1983 have been as follows:

<u>Year</u>	<u>Cost</u>	<u>Percent Increase Over Previous Year</u>
1983	\$ 7.0M	31%
1984	9.2	31%
1985	12.1	14%
1986	13.8	23%
1987	17.0	26%
1988(est.)	21.5	

To help us prepare for the 22 July discussions, please have your staffs provide us by 18 July your views regarding:

- The major cost drivers of overtime for your office.
- What would be the impact on your office activities if you were limited to your 1987 overtime levels for 1989?
- What steps have you taken this year to reduce overtime?

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- Do you have any other suggestions for containing overtime costs?
- Office of Security only: What overtime costs have other Agency components transferred to you during 1 October 1987 - 30 May 1988?

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Attachments
As stated

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